



# CITY OF HOUSTON

## Job Posting

dmw

<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
<b>Job Classification</b>	<b>SENIOR LIBRARY ASSISTANT</b>
<b>Posting Number</b>	<b>PN# 113367</b>
<b>Department</b>	<b>Library</b>
<b>Division</b>	<b>North District</b>
<b>Section</b>	<b>Montrose*</b>
<b>Reporting Location</b>	<b>4100 Montrose*</b>
<b>Workdays &amp; Hours</b>	<b>Rotating*</b>

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Houston Public Library seeks energetic, self- motivated, customer service driven individual to work with the public in charging/discharging library materials efficiently and accurately. Schedule/monitor/train staff at the Circulation desk. Collect and record fines and fees using a computer and a cash register. Respond to customer questions about circulation policies and procedures. Serve as supervisor in the absence of Library Assistant Supervisor. Register borrowers, collect fines and explain library policies/procedures. Process reserves, overdue and lost materials, withdrawals and discard materials. File/shelve/retrieve library materials. Perform clerical duties. Perform other tasks essential to efficient library operations. Requires some evening and weekend (Saturday and Sunday) shift work.

**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination; ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Basic knowledge of grammar, spelling, punctuation, and basic mathematical functions like addition, subtraction, percentages, ratio, etc. as might normally be acquired through attainment of a high school diploma or GED

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of library or clerical experience.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Texas Driver's License. Customer/public service experience is preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 09</u>			
\$806 - \$1,032	Biweekly	\$20,956 - \$26,832	Annually

**OPENING DATE**

September 20, 2006

**CLOSING DATE**

October 3, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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